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# FUNDAMENTALS OF QUICKBOOKS

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**COURSE DESCRIPTION:** Starting a home business or already managing a small business? Through our QuickBooks course, acquire the fundamentals of small business accounting using QuickBooks. Learn how to record day to day transactions to manage your business.

- ADMISSIONS REQUIREMENTS:**
- No accounting experience require
  - No complex math involve
  - Basic computer skills

**COURSE OBJECTIVES:** Learn to quickly navigate within QuickBooks, using short cuts to find vendors, customers and employee information. Learn to setup vendors, customers and employees.

- Add a vendor
- Add a customer
- Add an employee (basic employee setup)
- Create basic expense accounts
- Enter expenses
- Pay bills and write cheques
- Pay employees
- Create customer invoices and receipts
- Receive payments from customers
- Deposit to bank

**COMPUTER AND SOFTWARE REQUIREMENTS:** QuickBooks 2016 Accountant Desktop software will be given to students, FREE. Registration is require and activation is provided by QuickBooks. Students cannot use the MAC edition of the software as it does not contain Canadian content. Students must have a computer with one of the following operating systems, Windows 8, Windows 7, Windows Vista (SP2 or later). The software will not work with Windows XP or any system older than the ones noted.



**DURATION:** 6 hours (1 day or 2 evenings)

View schedule at [Fundamentals of QuickBooks](#)

**CONTACT INFORMATION:** Phone: 416-483-3567

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Registration: download registration form at:  
[www.bttcollege.com/registration.pdf](http://www.bttcollege.com/registration.pdf)